

DRAFT

MEMORANDUM FOR: Director of Communications
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Scheduling of DA's Machine-Readable Records

REFERENCE: Memo from Director, OIS, dated 14 Jan 85, same subject

1. The referenced memorandum, from the Director of Information Services, requested your cooperation and assistance in scheduling the directorate's electronic (machine-readable) records. Little progress has been made in this effort for a variety of reasons.

2. The scheduling of these records is long overdue. Our automated information systems are increasing rapidly, not only in the number but in the volume of data being created and stored. We must address this problem now despite the need to satisfy other priorities and routine responsibilities.

3. Nearly all DA offices have a full-time records management officer who is responsible for implementing all aspects of the Agency's records program. Your RMO should work with your ADP control officer and the individual database administrators in identifying and describing both formal and informal automated records systems in your office. He or she must subsequently prepare a draft schedule item for each of these systems that eventually be submitted to the National Archives and Records Administration. OIS personnel are available to provide technical guidance and assistance to your RMO in all phases of this effort.

4. I consider the completion of these schedules to be an important and necessary undertaking that will improve the management and control of this data and ultimately alleviate our off-site storage problem. I endorse the objective established by OIS for scheduling these systems and want every effort made to try and complete this project during the current fiscal year. I urge you to give this matter your personal attention because your RMO needs the cooperation and help of all computer systems users in your component.

Harry E. Fitzwater